

## DATA PROTECTION POLICY

Policy Title	Data Protection Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (October 2023)  Current Version: 1.0 (October 2023)
Responsible Office	Chief Information Officer (CIO)
Contact Information	Questions concerning the policies should be directed to the CIO of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: October 2023 Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	AIHE's teaching staffs, non teaching staffs and key committee members.
Who Needs to	This policy governs AIHE's staffs and key committee members engaged

Know About This Policy	in activities related to operations at AIHE towards Data protection
Reason for Policy / Purpose	Governs AIHE to comply with the law.

### **Policy Purpose**

This policy governs AIHE on how personal information is collected and handled to meet the organisation's data protection standards and comply with the law.

### **Scope and Application of this Policy**

The Institution is registered with the Data Protection Office, Mauritius as a Data Controller, thus abiding by the Data Protection Act 2017.

### **Policy Statement:**

CONTROLLER: AIHE is a controller under the Data Protection Act 2017(DPA) since 2020, with Certificate Number C1962, which means that it determines the purposes and means of the processing of personal data and has decision making power with respect to the processing.

## **POLICY FRAMEWORK**

### **1. DATA COLLECTION**

AIHE collects the following information from students:

- Name
- Address
- Gender
- Date of Birth

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- Nationality
  - Name and contact of guardian
  - NIC number
  - Passport Number
  - Academic Results
  - Email address
  - Phone

These data are collected for admission, visa processing, in case of emergency, regulatory purposes and academic progression purposes

AIHE collects the following information from staff

- Name
- Address
- Gender
- Date of Birth
- Nationality
- Name and contact of guardian
- NIC number
- Passport Number
- Academic Results
- Bank Account details
- Contract
- Email address
- Phone Number

These data are collected for human resources, payroll purposes, in case of emergency and regulatory purposes.

AIHE collects the following information from suppliers:

- Name

- Address
- BRN
- VAT Registration Number
- Email Address
- Phone Number

These data are collected for payment purposes and regulatory purposes.

AIHE collects the following information from agents:

- Name
- Address
- BRN
- Email Address
- Phone Number

These data are collected for payments of commission purposes regulatory purposes.

AIHE collects the following information from Education partners:

- Name
- Address
- Contract Details
- Email Address
- Phone Number
- Mode of payment

These data are collected for payments of fees and regulatory purposes.

## **2. PROCESSING OF DATA**

Data are being processed only by authorised personnel at AIHE. The retention period is 10 years.

### 3. DATA DISCLOSURE

In certain circumstances, the Data Protection Act 2017 allows personal data to be shared among public sector agencies without the consent of the data subject. This includes:

- Law enforcing departments
- Any government Institution

### 4. DATA SECURITY

AIHE is committed to ensuring the security of personal data in order to prevent unauthorised access, accidental deletion and malicious hacking attempts.

The following measures are in place:

- Physical access control using token, visitors' logbook, cctv in place. lock and key access to authorized and authenticated staff only
- Password are changed regularly and usage of identity management framework and data sanitization. restriction of access via user authentication. usage of vlan
- Implementation of the policies including email usage, laptop usage, office equipment and telephones. encryption of data, usage of antivirus, firewalls and licensed software. usage of digital signatures
- Employees and students' awareness programme with regular follow up.
- Backup and bcp plan in place with IT audit
- When data needs to be transferred to a third party, we require them to have in place similar measures to protect personal data:

## 5. DATA SUBJECT'S RIGHT

Data Subject have the right to

- access his data,
- obtain a copy of his data,
- request his erasure or rectification and
- not to be subject to a purely automated decision without having his views taken into consideration.

Data Subject also has the right to object to the processing, withdraw his consent and lodge a complaint with the Data Protection Office should he consider that the data processing is in violation of the law.

Data Subject may contact the data protection officer of the institution at [vdomun@mauritius.amity.edu](mailto:vdomun@mauritius.amity.edu) with his requests. AIHE must answer the request within one month, but if the request is too complex or the institution receive too many other requests AIHE will inform the data subject that this period may be extended by a further two months.

## 6. LINKS TO ANOTHER WEBSITES

The Website of AIHE may contain links to other websites of interest. However, once a data subject has used these links to leave the site, he should note that AIHE does not have any control over that other website.

Therefore, AIHE cannot be responsible for the protection and privacy of any information which a data subject provides whilst visiting such sites and such sites are not governed by this privacy statement.

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## **7. COMPLIANCE WITH THE DATA PROTECTION ACT 2017**

All processing of personal data by AIHE will be done in compliance with the Data Protection Act 2017.

## **8. CONCLUSION**

This policy will be updated as and when required to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 2017.

## **DISCLAIMER**

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.